

INSTRUCTIONS FOR PREPARING JURY INSTRUCTION ORDER
CIVIL AND CRIMINAL CASES

In order to expedite the Court's ruling on the proposed Jury Instructions, the parties are required to review each other's instructions and prepare a Jury Instruction Order. The Jury Instruction Order, together with two sets of proposed instructions from each party, must be filed with the Court no later than ten (10) days prior to the scheduled trial date. Each party should submit one set of their proposed original instructions without any designation or number and one set of numbered instructions indicating the party proposing them, and the supporting authority. It is strongly suggested that the parties attempt to agree on as many instructions as possible and to eliminate duplicitous instructions. Applicable Illinois Civil Pattern Jury Instructions or Seventh Circuit Pattern Criminal Instructions are preferred unless they do not accurately state the law. The verdict form shall include the appropriate style of the case including the cause number.

The Jury Instruction Order must be prepared in accordance with the attached sample. As shown from the sample, the party must list the authority for each proposed instruction. The opposing party should indicate whether or not there is any objection to the instruction. Objections must be briefly explained with citation to relevant authority. A mere "objection" without citation or explanation is unacceptable. The objecting party should prepare an alternate instruction to any instruction objected to, unless the objecting party feels that no instruction is necessary. Reference to the proposed alternate instruction should be listed with the objections.